

O/D/R

<b>DOMESTIC TRAVEL</b> (See instructions on reverse side)		NAME OF TRAVELER [REDACTED]		TRAVEL ORDER NO. 55-151763-33		STAT	
OFFICIAL STATION Washington, D.C.		OFFICE OF ASSIGNMENT EPIC		ESTIMATED COST OF TRAVEL \$15.00			
<b>AUTHORIZATION</b>							
YOU ARE AUTHORIZED TO TRAVEL BETWEEN THE FOLLOWING POINTS FOR THE PURPOSE STATED (See instruction #2) Washington, D.C. to New York, N.Y. to Washington, D.C. Authorized rental of commercial auto. Via commercial/military air, train, auto, & other means.							
PER DIEM	DURATION OF TRAVEL		PROCURE TRANSPORTATION BY		APPROVAL FOR ADVANCE OF FUNDS		
	BEGIN	END	<input checked="" type="checkbox"/> TRANSPORTATION REQUEST	<input checked="" type="checkbox"/> YES	AMOUNT	ACCOUNTING DUE DATE	
\$16.	10 Oct 62	23 Oct 62	<input type="checkbox"/> CASH (For security reasons only)	<input type="checkbox"/> NO	\$5.00	26 Nov 62	
I CERTIFY FUNDS ARE AVAILABLE			DATE SIGNED	OBLIGATION REFERENCE NO.		CHARGE COST CENTER NO.	
SIGNATURE OF [REDACTED]						55-151763-33	
SIGNATURE OF [REDACTED]			Deputy Chief, Administrative Staff, EPIC		23 Oct 62		STAT
<b>RECEIPT FOR ADVANCE OF FUNDS</b>							
I ACKNOWLEDGE RECEIPT OF \$ [REDACTED] TO BE ACCOUNTED FOR ON DUE DATE SPECIFIED				CERTIFIED FOR PAYMENT			
SIGNATURE OF ADVANCEE				SIGNATURE OF AUTHORIZED CERTIFYING OFFICER		DATE	
<b>VOUCHER</b>							
TRANSPORTATION (Attach receipts, stubs and unused tickets)							
TRANSPORTATION REQUEST NUMBER	AGENTS VALUATION OF TICKET	NAME OF CARRIER (Initials)	MODE AND CLASS OF SERVICE	DATE ISSUED	POINTS OF TRAVEL		CASH PAID BY TRAVELER
10,055,467	\$14.55	EA	Air-"Y"	23 Oct 62	FROM	TO	
**DCA-NYC portion unused.					Wash., D.C.	New York, N.Y.**	
					and return		
TOTAL							\$
DATE	DETAIL OF ITINERARY AND DESCRIPTION OF EXPENSES						AMOUNT
23 Oct 62	Government vehicle, office to airport Lv Wash., D.C. @1125 EST via Government Air Ar New York, N.Y. @1245 EST Taxi, airport to appointment						1/
	Per diem: 3/4 day @ \$16.00						12.00
24 Oct 62	Per diem: 1 day @ \$16.00						16.00
25 Oct 62	Official business ended @1930 EST Taxi, appointment to airport Lv New York, N.Y. @ 2150 EST via EA Air Shuttle Ar Wash., D.C. @2225 EST Taxi, airport to office						3.25
	Per diem: 1 day @ \$16.00						2.70
1/ Accompanied	He paid the entire cost.						16.00
TOTAL							\$49.95
SUMMARY OF EXPENSES				TRAVELER'S CERTIFICATION			
TRANSPORTATION PAID BY TRAVELER		\$ -		I CERTIFY THAT THIS VOUCHER AND ANY ATTACHMENTS ARE CORRECT AND JUST IN ALL RESPECTS, AND THAT PAYMENT OR CREDIT HAS NOT BEEN RECEIVED.			
PER DIEM AND OTHER		49.95					
TOTAL		49.95		DATE		SIGNATURE OF PAYEE	
LESS ADVANCE		50.00					
BALANCE DUE TRAVELER		-					
EXCESS ADVANCE TO BE REFUNDED		.05					
INDICATE WHERE CHECK IS TO BE SENT OR EXTENSION OF TRAVELER. (See instruction #5)							

FORM 8-64

## INSTRUCTIONS

1. PREPARE IN ORIGINAL AND ONLY THOSE COPIES REQUIRED BELOW: (WHEN TRAVEL IS TO BE PERFORMED WITH VOUCHERED FUNDS, THE TRAVEL ORDER NUMBER WILL INCLUDE AN "XG" SUFFIX)

ORIGINAL • (A) IF AN ADVANCE IS AUTHORIZED AND REQUIRED, THE ORIGINAL WILL BE USED TO DRAW THE ADVANCE FROM FINANCE OR FISCAL DIVISION, AS APPROPRIATE.  
(B) IF NO ADVANCE IS REQUIRED, THE ORIGINAL WILL BE USED TO CLAIM REIMBURSEMENT FOR TRAVEL EXPENSES.

FIRST COPY • ORIGINATING OFFICE'S RECORD COPY.

SECOND COPY • TO FINANCE OR FISCAL DIVISION, AS APPROPRIATE, FOR RECORD PURPOSES.

IF THE ORIGINAL WAS USED TO DRAW AN ADVANCE, THE THIRD COPY WILL BE USED AS THE TRAVEL ACCOUNTING FOR THE ADVANCE.

2. A. FIRST-CLASS ACCOMMODATIONS ON COMMON CARRIERS OR USE OF POA NOT TO EXCEED COST BY COMMON CARRIER INCLUDING PER DIEM AND ALL EXPENSES ALLOWABLE UNDER AGENCY TRAVEL REGULATIONS WHEN NECESSARILY INCURRED IN PERFORMANCE OF TRAVEL ARE AUTHORIZED.

B. AUTHORIZATION, OR POST APPROVAL ON A SEPARATE SHEET ATTACHED, IS REQUIRED FROM INCURRING EXPENSES OF THE FOLLOWING: (1) EXTRA FARE PLANES AND TRAINS, (2) USE OF POA NOT TO EXCEED 12 CENTS PER MILE, (3) HIRE OF SPECIAL CONVEYANCES, (4) HIRE OF ROOM FOR OFFICIAL USE, (5) CHARGES FOR EXCESS BAGGAGE, (6) DOMESTIC TRAVEL ON ACTUAL EXPENSE BASIS NOT TO EXCEED \$30 PER DAY, (7) USE OF CONVEYANCE ON ACTUAL EXPENSE BASIS, (8) OTHER EXPENSES NOT NORMALLY RELATED TO TRAVEL NECESSARILY INCURRED FOR OFFICIAL PURPOSES.

3. WHEN TRANSPORTATION REQUESTS ARE USED, RECORD THE NUMBER OF EACH AND THE AGENT'S VALUATION OF THE TICKET IN THE COLUMNS PROVIDED. WITH NO AMOUNT ENTERED IN THE COLUMN HEADED "CASH PAID BY TRAVELER." USE THE LATTER COLUMN ONLY WHEN TRANSPORTATION IS PURCHASED WITH CASH, IN WHICH CASE THE COLUMNS HEADED "TRANSPORTATION REQUEST NUMBER" AND "AGENT'S VALUATION OF TICKET" WILL NOT BE USED.

4. ATTACH COPIES OF EACH TRANSPORTATION REQUEST ISSUED, IF ANY, RECEIPTS, AND ANY UNUSED TICKETS.

5. PAYMENT OF ANY BALANCE DUE TRAVELER SHALL BE MADE BY U. S. TREASURY CHECK UNLESS WRITTEN INSTRUCTIONS ARE ISSUED TO THE CONTRARY.

6. ANY UNUSED BALANCE OF AN ADVANCE SHALL BE REFUNDED BY ATTACHING THE TRAVELER'S PERSONAL CHECK OR A COPY OF A RECEIPT ISSUED BY THE DISBURSING OFFICE IN ACKNOWLEDGEMENT OF A REFUND IN CASH.

## FOR COMPTROLLER USE ONLY

TOTAL CLAIMED		\$		CERTIFIED FOR PAYMENT OR CREDIT			
LESS ADJUSTMENTS				DATE		AUTHORIZED CERTIFYING OFFICER	
				DATE PAID		CHECK NUMBER	
NET APPROVED							
CREDIT TO ADVANCE				AMT. OF CASH		SIGNATURE OF PAYEE (Cash payment only)	
NET TO PAYEE				\$			
DESCRIPTION 13-33	40-42 EXPEND CODE	43 F U N D S	47-52 OBLIG. REF. NO. ADVANCE ACCT. NO.	54-57 GENERAL LEDGER ACCT. NO.	58-67 ALLOT. OR COST ACCT. NO.	68-70 DUE DATE 62-67 CK. NO. X REF. NO.	71-80 AMOUNT DEBIT CREDIT
TOTALS							

ACCOUNTING CLASSIFICATION (Appropriate symbol must be shown; other classification optional)

FOR OFFICIAL USE ONLY

NPIC/ODir  
1 November 1962

Accounting for  trip to New York City STAT

23 October 1962

1155 - Left Steuart Bldg. for National Airport	Govt Auto
1225 - Left National Airport for LaGuardia	Govt Air
1345 - Left LaGuardia for UN Headquarters	Taxi*
1405 - Arrived U.S. Mission, UN Headquarters	

24 October 1962

Official business at UN

25 October 1962

2055 - Left U.S. Mission, UN Headquarters for LaGuardia	Taxi
	\$3.25
2250 - Left LaGuardia for National Airport	TR - one way
2325 - Left National Airport for Steuart Bldg.	Taxi
	\$2.70
2335 - Arrived Steuart Bldg.	

\*Paid for by  STAT

ADVANCE - \$50.00

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